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FM COMDT COGARD WASHINGTON DC//G-WT//
TO ALCOAST
BT

UNCLAS //N01524//

ALCOAST 043/03

COMDTNOTE 1524

SUBJ: TUITION ASSISTANCE (TA) PROGRAM UPDATE

A. COMDT COGARD WASHINGTON DC 162226Z DEC 02/ALCOAST 570/02

B. COAST GUARD TUITION ASSISTANCE (TA) PROGRAM, COMDTINST 1500.24

1. THIS MESSAGE PROVIDES IMPLEMENTING INSTRUCTIONS FOR THE COAST GUARD TUITION ASSISTANCE PROGRAM. REFERENCE A ANNOUNCED THAT COAST GUARD TUITION ASSISTANCE CAPS ARE RAISED FOR FY03 FOR COURSES WITH A START DATE OF 1JAN03 AND LATER. THE ANNUAL CAP FOR TA IS NOW 4,500 DOLLARS FOR ACTIVE DUTY PERSONNEL, SELECTED RESERVISTS AND CIVILIAN EMPLOYEES. ADDITIONALLY, TUITION ASSISTANCE IS FUNDED AT 100 PER CENT UP TO A CAP OF 250 DOLLARS PER SEMESTER HOUR (E.G., IF A THREE SEMESTER HOUR COURSE COSTS 1,100 DOLLARS; GOVERNMENT SHARE IS 750 DOLLARS, STUDENT SHARE 350 DOLLARS). QUARTER HOURS ARE CAPPED AT 166.67 DOLLARS AND CLOCK HOURS AT 16.67 DOLLARS.

2. ELIGIBLE EXPENSES SUCH AS LABORATORY, STUDIO, SHOP FEES AND CONSUMABLE SUPPLIES REQUIRED FOR THE COURSE MAY BE INCLUDED IN THE TUITION COST. TOTAL TUITION PLUS ELIGIBLE EXPENSES MAY NOT EXCEED THE 250 DOLLARS SEMESTER HOUR CAP. EXPENSES NOT COVERED BY TA INCLUDE TEXTBOOKS, STUDENT ACTIVITY FEES, PARKING FEES, GENERAL AND TECHNOLOGY FEES, AND ENTRANCE OR ENROLLMENT FEES (UNLESS THESE FEES ARE IDENTIFIED BY THE SCHOOL AS "FEES IN LIEU OF TUITION"). REFERENCE (B), PARA 6.D., LISTS OTHER ELIGIBLE AND INELIGIBLE EXPENSES.

3. COAST GUARD TUITION ASSISTANCE CONTINUES TO PROVIDE COAST GUARD MEMBERS THE OPPORTUNITY FOR LIFELONG LEARNING AND ENABLES THE COAST GUARD TO HELP BUILD A MORE CAPABLE WORKFORCE. IN FY02 THE COAST GUARD INSTITUTE PROCESSED MORE THAN 12,900 COURSE ENROLLMENTS FOR COAST GUARD MEMBERS. THIS IS AN INCREASE OF 45 PERCENT OVER FY01 ENROLLMENTS.

4. ELIGIBILITY FOR TUITION ASSISTANCE:

A. OFFICERS MUST AGREE TO AN OBLIGATION OF ONE YEAR UPON COMPLETION OF THE COURSE. OFFICERS IN AN INVOLUNTARY SEPARATION STATUS ARE NOT ELIGIBLE FOR THIS PROGRAM.

B. FOR ALL ELIGIBLE COAST GUARD, COAST GUARD RESERVE AND USPHS PERSONNEL, THE COMMAND EDUCATION SERVICES OFFICER (ESO) MUST CERTIFY THAT THE COURSE OF INSTRUCTION IS TAKEN WITH A NATIONALLY OR REGIONALLY ACCREDITED INSTITUTION, RESULTING IN ACCREDITED COLLEGE CREDIT. COURSES RESULTING IN NON-ACCREDITED CONTACT HOURS OR CLOCK HOURS, AND CONTINUING EDUCATION UNITS (CEU), ARE NOT AUTHORIZED FOR TA.

C. ENLISTED MEMBERS WILL NOT INCUR AN ACTIVE DUTY OBLIGATION BUT MUST COMPLETE THE COURSE OF INSTRUCTION PRIOR TO RELAD, SEPARATION, OR RETIREMENT.

D. MEMBERS WHO CHANGE STATUS (E.G., FROM ACTIVE DUTY TO SELECTED RESERVE, ACTIVE DUTY TO CIVILIAN, ETC.) DURING THE COURSE OF INSTRUCTION ARE EXEMPT FROM PARA 4.C.

E. CIVILIAN EMPLOYEES WITH AT LEAST 90 DAYS OF COAST GUARD SERVICE ARE ELIGIBLE FOR TUITION ASSISTANCE. CIVILIAN EMPLOYEES MUST AGREE TO REMAIN EMPLOYED WITH THE COAST GUARD ONE MONTH FOR EACH COURSE CREDIT HOUR UPON COMPLETION OF THE COURSE.

5. THE COAST GUARD INSTITUTE WILL MAKE EVERY EFFORT TO PROCESS TA

APPLICATIONS AS QUICKLY AS POSSIBLE. DURING HEAVY REGISTRATION PERIODS, ESPECIALLY IN THE FALL AND SPRING, PROCESSING TIME MAY TAKE UP TO 10 DAYS. ALL USERS OF THE TA PROGRAM ARE REMINDED THAT PROMPT SUBMISSION OF A PROPERLY COMPLETED APPLICATION FOR OFF-DUTY ASSISTANCE FORM (CG FORM 4147 DTD 9-99) IS REQUIRED PRIOR TO CLASS REGISTRATION. APPLICANTS SHOULD PLAN AND SUBMIT THE REQUEST IN ORDER TO ALLOW FOR RECEIPT OF THE AUTHORIZATION FORM PRIOR TO THE START OF CLASS REGISTRATION.

6. APPROVED TA AUTHORIZATION FORMS ARE EMAILED TO THE MEMBER AND ESO. RESERVE MEMBERS NEED TO CHECK AN AVAILABLE CGWSIII OR CONTACT THEIR ESO FOR THEIR AUTHORIZATION FORM. APPLICANTS ARE STRONGLY ENCOURAGED TO ACCESS THE COAST GUARD INSTITUTE WEB SITE AT WWW.USCG.MIL/HQ/CGI/INDEX.HTML FOR REF A AND APPLICATION FOR OFF-DUTY ASSISTANCE FORM, (CG FORM 4147), AS WELL AS OTHER PROGRAM INFORMATION. PLEASE NOTE THE FAX NUMBER FOR THE TA DIVISION IS (405) 954-7247.

7. THIS TUITION INCREASE REFLECTS OUR CONTINUING COMMITMENT TO PROVIDE HIGH QUALITY EDUCATION AND TRAINING BENEFITS TO ELIGIBLE COAST GUARD MEMBERS.

8. INTERNET RELEASE AUTHORIZED.

9. RADM R. J. PAPP, JR, DIRECTOR OF RESERVE AND TRAINING, SENDS.

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